

Guidance for Districts on Electronic Timecard Signatures for Co-operative Education OJT

<p>What is the benefit of electronic signatures?</p>	<p>Electronic signatures provide a paperless workflow and electronic tracking system. With many students choosing a virtual learning option, the process becomes more efficient and more secure than the paper version.</p>
<p>What are the options for Electronic signatures for timecards?</p>	<ul style="list-style-type: none"> - E-signature software such as Adobe Sign or DocuSign sent to a verified supervisor’s email. <ul style="list-style-type: none"> o The e-signature software can send the timecard directly to the student and the supervisor for signature. - Supervisor can email the electronically signed document. <ul style="list-style-type: none"> o Students will submit their electronically signed timecard to their supervisor and must be emailed back by the supervisor on record.
<p>What information needs to be kept on file?</p>	<p>The district will need to keep a hard copy of the following records for auditing purposes:</p> <ul style="list-style-type: none"> - A copy of the electronically signed timecard. - The email verifying the timecard was sent by the supervisor. - A copy of the <u>Co-operative Education OJT Electronic Signature Verification Form</u>. <ul style="list-style-type: none"> o Please note that students may have multiple supervisors.
<p>What if the supervising teacher or training site supervisor changes?</p>	<p>The Co-operative Education OJT Electronic Signature Verification Form can be modified to add the new supervisor or teacher. The district or school can require a new form to be filled out.</p>